



Technical Assistance Services *for* Communities

Columbia Falls Aluminum Company (CFAC)
Technical Directive Project Approach- Phase Two

Contract No.: EP-W-13-015

Task Order No.: 22 Region 8 Superfund CI Support

Technical Directive No.: R8 Columbia Falls Aluminum Company (CFAC)

Site Name: Columbia Falls Aluminum Company

Site Location: Columbia Falls, Montana

TD Received: July 27, 2016

Section 1: Description of Work

This project approach describes continuing support for the development of a Community Involvement Plan (CIP) for the CFAC site. The first phase of this effort was completed in June 2016. Specific tasks for phase two of this project includes:

- Discussing project with EPA and drafting a project approach.
- Completing research and collecting materials needed to develop chapter profiles, including analyzing meeting notes from the Community Liaison Panel (CLP).
- Compiling a list of follow-up topics and contacts based on interview information collected.
- Continuing to identify additional representatives for the site contact list from a broad cross-section of stakeholders.
- Organizing the main CIP topics based on information collected during interviews and other sources.
- Drafting the CIP to be concise and include visually appealing figures, maps, infographics, and other visual education tools.
- Creating one fact sheet for use with the CIP.
- Making the draft available to the public in order to solicit stakeholder, partner, and public feedback and incorporate feedback into the final CIP.
- Performing a project evaluation.

Independent senior TASC staff member Eric Marsh (emarsh@skeo.com) will serve as the TASC Quality Control Monitor. Concerns or questions that cannot be resolved through direct communication with Skeo Solutions Task Order Manager can be directed to Dr. Marsh. A formal project evaluation will be conducted by Dr. Marsh at the conclusion of the last phase of this project.

Section 2: Specific Project Services, Key Tasks, and Schedule

The following table describes the services that Skeo Solutions will provide, in the approximate order in which they will be provided. Key tasks, deliverables, and timeframes associated with each service are also described.

Service	Key Tasks	Schedule
Discuss project with EPA and draft <i>project approach</i>	<ul style="list-style-type: none"> Discuss project with EPA, as needed Identify additional project team members to support phase two Draft project approach Revise project approach after review by EPA 	Draft project approach: August 2, 2016 Revised project approach (if needed): Within three days of receiving EPA feedback
Complete research and draft the <i>chapter profiles</i>	<ul style="list-style-type: none"> Conduct research and obtain materials as identified from discussion with site team Analyze meeting notes from the CLP Draft chapter profiles and revise based on site team review 	Draft: August – September 2016 Final: Within five days of receiving EPA feedback
Compile a <i>list</i> of follow-up topics and contacts	<ul style="list-style-type: none"> Based on the interview information collected, compile a list of follow up topics and questions 	August – September 2016
Continue identifying additional representatives for the site contact list	<ul style="list-style-type: none"> Build upon the existing site contact list by identifying additional stakeholders Ensure that a broad cross-section of stakeholders are included in the list 	August – September 2016
Organize the main CIP topics	<ul style="list-style-type: none"> Organize the main CIP topics using information collected during the interviews and other sources 	August – September 2016
<i>Draft the CIP, including figures, maps, infographics, and other visual education tools</i>	<ul style="list-style-type: none"> Draft the CIP text (up to 15 pages of text) Create up to two of each of the following for inclusion in the chapter: <ul style="list-style-type: none"> Figures Maps Infographics Other visual education tools Submit an initial draft to EPA Submit a revised draft to EPA after incorporating feedback 	August – October 2016 Initial draft: September 2016 Revised draft: Within 10 days of receiving EPA feedback
Create a <i>fact sheet</i>	<ul style="list-style-type: none"> Create a 1-2 page fact sheet for distribution with the CIP Revise fact sheet based on site team review 	Draft: October – November 2016 Final: Within three days of receiving EPA feedback

Service	Key Tasks	Schedule
Make the draft available to the public and solicit feedback to incorporate into the <i>final CIP</i>	<ul style="list-style-type: none"> • Make the draft available to the public • Solicit stakeholder, partner and public feedback • Incorporate feedback into the CIP • Share revised CIP with EPA • Finalize CIP for public distribution 	Draft made available to public: October 2016 Final CIP with public comments incorporated: November 2016
Perform <i>project evaluation</i>	<ul style="list-style-type: none"> • Evaluation services with community, EPA and other key parties 	After completion of project

Section 3: Key Personnel and Estimated Project Costs

The table below describes the key personnel and number of hours to be expended for each service.

Service	Staff					
	Frost/ Alfano	Stone- Schneider	Chi	Torres	Wilkin- son	Russell- Hedstrom /Marsh
Discuss project with EPA and draft <i>project approach</i>	8	6	5			2
Complete research and draft <i>chapter profiles</i>		2	6	8	16	
Compile a <i>list</i> of follow-up topics and contacts			2	4		
Continue identifying additional representatives for the site contact list			5	10		
Organize the main CIP topics		7	18	10		
<i>Draft the CIP</i> , including figures, maps, infographics, and other visual education tools		4	24	20	54	
Create a <i>fact sheet</i>		2	10	10	6	2
Make the draft available to the public and solicit feedback to incorporate into the final CIP		2	12	18	4	
Perform <i>project evaluation</i>		2				8
Additional project management hours	20	40				10
Total Hours/Staff	28	65	82	80	80	22
Total Hours	357					

The total hours for the project are 357 and the total fully loaded staff cost is \$35,286. There are no other direct costs.

The total project cost estimate: \$35,286



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